

16th July 2020

Sir/Madam

A meeting of the Town Council via video conference call, using Zoom, will be held at **7.00 pm on Wednesday 22<sup>nd</sup> July 2020**. Please note that this meeting will be recorded for administrative purposes but will be deleted once the draft minutes have been approved.

Members of the public will be able to join this meeting by clicking on the following hyperlink <https://us02web.zoom.us/j/87615515742> Meeting ID 87615515742

For the confidential element of the meeting, press and public will be disconnected from the meeting.

The link will be available from 6:30pm to allow any technological problems to be resolved.

Arren Roberts  
Town Clerk

Business of the meeting:

## Public Session

For 15 minutes previous to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Mayor, Chairmen of Standing Committees or Town Clerk.

### 1. Apologies

### 2. Disclosure of Pecuniary Interests

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

### 3. Speaker

Councillor Steve Davenport, Portfolio Holder for Highways and Transport, has been invited to provide Members with an update on the various initiatives promoting sustainable transport in the County.

### 4. Minutes

To confirm minutes of a meeting held on:

**28th June 2020**

**Copy OTC/02/20 attached**

### 5. To Answer Any Questions

To answer any questions in accordance with Standing Orders upon which formal notice has been given.

**6. Shropshire Council Matters**

Update from local Shropshire Councillors V Hunt, D P Milner and J Price on any policies, consultation or general matter relating to Shropshire Council.

**7. Notice of Motion in the Name of Councillor M Isherwood**

To consider a Notice of Motion in the name of Councillor M Isherwood

“That this Council,

commits to identifying and securing additional land for use as public allotments, as the time people are waiting indicates there is a significant unmet need for this amenity which the Council has a statutory duty to provide.

Further, any additional allotment site will have set aside a plot or plots for community use so that people, for whom taking on an allotment on their own is not an option, can enjoy taking part in producing crops and may benefit from the health and wellbeing improvements this activity can bring.”

**8. Notice of Motion in the Name of The Mayor, Councillor D Kerr**

To consider a Notice of Motion in the name of The Mayor, Councillor D Kerr

“That this Council,

Commits Oswestry Town Council to provide £10,000 drawn from the Covid 19 funding stream towards the £21,500 cost of this scheme on the proviso that other partners provide the remaining funding to enable the scheme to proceed.

Commits Oswestry Town Council to become a white ribbon accredited authority.”

## Summary

West Mercia Women’s Aid have drawn up a proposal to bring Ask Me to Oswestry as a pilot for Shropshire using experience, they have gained from running the programme in Herefordshire.

Oswestry Town Council can show civic leadership to the public and other large employers in the area is to become accredited as a white ribbon organisation. Details of the White ribbon campaign are here: <https://www.whiteribbon.org.uk/> The White ribbon campaign is a registered charity and has been widely supported by police service, fire service and many sports organisations. Becoming accredited is achieved by providing awareness raising for employees and having a workplace policy to help victims of domestic abuse. The Town Clerk has consulted our staff and confirmed that we have the organisational capacity to take this on, the cost of accreditation is £500.

**Background information and context is provided at Appendix ‘A’, Appendix ‘B’ and Appendix ‘C’**

### 9. Notice of Motion in the Name of Councillor O Rose

To consider a Notice of Motion in the name of Councillor O Rose

“That this Council,

requests that the Clerk, in consultation with the Mayor and Chair of Finance and General Purposes Committee investigates, and if appropriate employs two young people for a period of six months under the Kickstart job Scheme announced by the Chancellor recently.

This would enable two young people at risk of long-term unemployment to gain important work experience and provide a model for other local employers.

The work placement for these young people could be as part of the Council's manual team or office based.

Applications for the scheme are expected to open as early as August and to continue for most of 2021."

#### **10. Request for Financial Assistance Covid Fund**

The minutes of a meeting of the Chairmen's Group held on Thursday 18<sup>th</sup> March 2020 records that the Council establishes a £20,000 budget funded from the Service Improvement Reserve towards the local response to Covid. Some of this fund was made available to organisations to find ways to support the community. Grants of up to a maximum of £250 per application were provided but organisations could make up to four applications and each one considered on merit.

Grants totalling £2,093 were provided to a number of local organisations. A full report and updates will be provided at a later date; however, the Council have been contacted by the Trustees of the Memorial Hall with a request for financial assistance which falls outside this small grants fund. The request is for a sum of between £5,000 and £7,000.

Council are asked to consider the request for funding as set out in **Appendix 'D'**.

**Copy Appendix 'D' attached**

## 11. Central Car Park

To consider a report from the Operations Manager following the Motion adopted at Council on 24<sup>th</sup> June 2020, regarding the Central Car Park.

**Copy report attached TC/3910/20**

## 12. Cycle Parking Plan

The Town Council have been supporting Shropshire Council to implement additional cycling facilities in Oswestry, in response to the Covid 19 pandemic. A part of these measures is to include additional cycle parking in town centres.

A scheme has been drawn up but whilst initial funding has been secured from Government this does not cover the future maintenance costs or removal of this street furniture.

The Town Council are asked to give their consent to additional cycling parking in Cae Glas Park and on the Central Car Park and to accept liability for their upkeep.

**Appendix 'E'** sets out where the additional provision will be located across the town.

**Copy Appendix 'E' attached**

## 13. Attendance of Members

In line with Standing Order 39 and following a number of requests made by elected Members, **Appendix 'F'** sets out Councillor's Attendance between May 2019 – April 2020 for Full Council and the four Standing Committees.

Please note that this has been provided for information only.

**Copy Councillor Attendance Appendix 'F' attached**

14. Future Oswestry Group

To receive the notes of the meetings of the Future Oswestry Group held on the 9<sup>th</sup> April 2020 and 7<sup>th</sup> May 2020.

**Copy notes attached Appendix 'G' and 'H' respectively**

15. Risk Management

To consider and review the Councils strategic risk register.

**Copy Risk Register attached Appendix 'I'**

16. Investment Analysis

To receive a report from the Finance Officer on the Investment Income for the period up to 30<sup>th</sup> June 2020.

**Copy report TC/3903/20 attached**

17. Sundry Creditors

To adopt the below Statements of Accounts approved for payment by The Chairman/Vice-Chairman of the Finance and General Purposes Committee:

**SC/554/20 - 15<sup>th</sup> June 2020**

**SC/555/20 - 1<sup>st</sup> July 2020**

18. Analysis Actual Income and Expenditure (all Committees)

Report from the Finance Officer in the form of an Analysis of Actual Income and Expenditure to Budget to 30<sup>th</sup> June 2020.

**Copy report TC/3900/20 attached**

## 19. Performance Monitoring

Committees have a key role in monitoring the performance of the Council services and it is important that this level of scrutiny is maintained by elected Members.

A number of reports have been provided from the Finance Officer and elected Members are asked to highlight any matters arising. If possible, any issues of clarification should be brought to the attention of officers prior to the meeting to allow a response to be provided at the meeting.

### a) Wednesday Market

Report on the analysis of income per week April to June 20/21 compared to 2019/20.

### b) Saturday Market

Report on the operation of the Saturday Market for April to June of 2021 to June 2019/20.

### c) Artisan Market

Report on the analysis of income per month from the Artisan Market for April to June of 2020/21 compared to a similar period in 2019/20.

**Copy report TC/3901/20 attached**

### d) Markets Dept: Income

**Copy report TC/3906/20 attached**

### e) Analysis of Car Parking

Report on the Analysis of Car Parking: income and usage 2020/21 and 2019/20.

**Copy report TC/3902/20 attached**

20. **Oswestry Markets and Events Update**

Report from the Retail Markets and Events Manager with an overview of market activities and future events.

**Copy report TC/3909/20 attached**

21. **Fire Risk Assessment Audit**

Report from the Operations Manager updating Council on the Fire Risk Assessment audit carried out on 2<sup>nd</sup> July 2020.

**Copy report TC/3905/20 attached**

22. **Website Accessibility**

Report setting out the steps that this Council has undertaken, and the further action that is required, in order for the website to be compliant with accessibility regulations relating to the public sector.

**Copy report TC/3907/20 attached**

23. **Climate Change Working Group**

Following the meeting of the Climate Change Working Group Meeting on 15<sup>th</sup> July 2020 it was resolved that Council be informed of the Marches Renewable Energy Grant Scheme administered by Herefordshire Council. This scheme provides 50% funding for renewable energy projects, as explained in the attached leaflet. The Working Group asked that Council authorise officers to explore, in detail, the possibility of applying for this grant to provide renewable energy at Council properties in Oswestry.

**Copy leaflet attached Appendix 'J'**

24. Exclusion of Public and Press

**To resolve:** That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12A of the Local Government Act 1972 , the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

## Committee in Private Session

25. Establishment Matters
26. Chairmen's Group